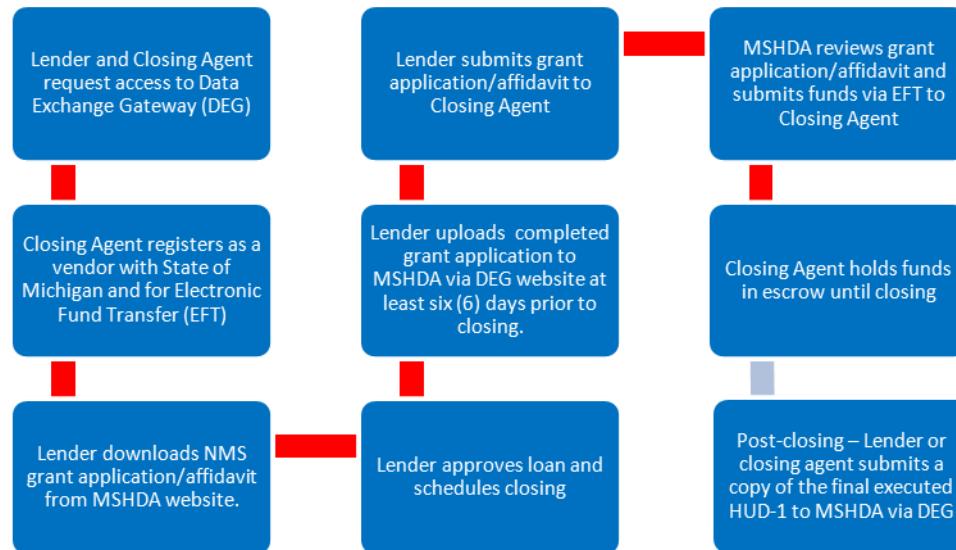


Homebuyer Assistance and HARP Refinance Grants

Step-by-Step Instructions

1. Process Flow



2. Signing Up For Data Exchange Gateway (DEG)

- A. Lenders and closing/title companies will upload all program documents via a secure Data Exchange Gateway (DEG). In order to access DEG, users need an assigned ID and password. To obtain a password, download and complete the DEG Web Site Authorization Form located at our [National Mortgage Settlement Programs](#) page. Please do not submit more than one application per user.
- B. Email the completed form to agsettlement@michigan.gov.
- C. A user id, password, and web site instructions will be emailed within four (4) days of receipt of the DEG Authorization Form.
- D. DEG web address is <https://dxgweb.state.mi.us>

3. Signing Up For Electronic Funds Transfer (EFT)

- A. Closing/title companies must be an active vendor for the State of Michigan ready to receive direct deposit/EFT payments for the NMS grants.
- B. To register as a vendor, visit www.michigan.gov/cpexpress and complete the on-line vendor registration form. Within the vendor registration process, be sure to sign-up for EFT. **The EFT registration process takes approximately two (2) weeks.**

4. Program Documents

- A. All program forms and information will be available at our [National Mortgage Settlement Programs](#) information page on MSHDA's website:

National Mortgage Settlement (NMS) Grant Overview
DEG Authorization Form
Link to CP Express
Terms/Guidelines
Lender & Closing Agent Instructions
HARP Grant Application/Affidavit
Homebuyer Assistance Grant Application/Affidavit

5. Grant Process

- A. Loan officer determines homebuyer's initial eligibility and completes application/affidavit.
NOTE: All Application/Affidavits must be typed and all signatures must be complete.
- B. Both the HARP and Homebuyer Application/Affidavits require your closing/title company's State of Michigan Payee Number and Mail Code to complete the electronic funds transfer (EFT). Lenders must obtain these two numbers from the closing/title company prior to submitting the application.
- C. After loan is approved and a closing date is scheduled, lender submits the appropriate grant application/affidavit (either Homebuyer Assistance or HARP) via the DEG website.
NOTE: Only COMPLETED applications will be processed.
- D. Grant application/affidavits must be received at least six (6) business days prior to closing.
Note: If the loan is a MSHDA loan, lender must submit the application/affidavit to MSHDA with the loan package. After MSHDA commitment is received by lender and closing date is set, completed application/affidavit must be submitted via the DEG website.
- E. **All application/affidavits received after 12:00 noon will be considered to have been received the following business day and processed accordingly.**
- F. Lender submits a copy of the application/affidavit to the closing/title company.
- G. Upon receipt of completed application/affidavit, MSHDA will review for accuracy and will process the EFT payment to the closing/title company. **If application is incomplete it will not be processed.** MSHDA will contact lender requesting completed application. **NOTE: Payment can only be processed if closing/title company has an active Direct Deposit/EFT status with CPEXpress.** If you have any questions about your EFT status, please call the Office of Financial Management (OFM) Help Desk at 1-888-734-9749.
- H. MSHDA e-mails notification of grant approval and funding to the lender and closing/title company.

- I. Closing/title company will hold funds in escrow until closing. After closing, closing/title company or lender has 10 business days to submit a copy of the final executed HUD-1 to MSHDA via the DEG website. It is ultimately the lender's responsibility to make sure this document is submitted. **NOTE: If a lender has outstanding closing documents over 10 business days old, subsequent grant requests may be denied.**
- J. If the closing is postponed beyond five business days, you must notify us of the new closing date via email at agsettlement@michigan.gov
- K. If the closing does not occur within 30 business days, closing/title company notifies MSHDA and returns the funds via EFT.

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